



# Excel Christian Academy

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December 7, 2011

## Board of Director's Report November 2011

### **Excel Christian Academy '11-'12**

- Preschool enrollment: 26 students
- Hosted a successful NLI Community Presentation for SHAPE NC grant
- Conducting community service initiative for Second Harvest Food Bank that runs through December
- Utilizing web browser for new SEEK POS machine for DSS attendance and reimbursements
- Hosted successful holiday parent luncheon with over 80 relatives of children in attendance
- Successfully completed annual Alamance County DSS audit
- Continuing to utilize and attend webinars on child care management software ProCare 10
- Interviewed two applicants for Lead and Assistant Teacher vacancies
- Created engaging newsletter with photos of field trip to the Greensboro Children's Museum
- Continuing to prepare for annual compliance visit
- Began preparations for annual holiday staff retreat
- Preparing for upcoming holiday events and closings
- Began conversations concerning upgrading our emergency evacuation charts located in classrooms
- Preparing to close accounting books for 2011
- Created initial list of tasks to be completed during ECA Christmas closure

### **Excel After School '11-'12**

- School Age enrollment: 30 students
- Continuing to accept applications for Group Leader vacancy
- Hosted extended care events for ABSS; Veteran's Day, Thanksgiving Break
- Preparing for upcoming Christmas vacation and other school closures

### **Important Dates & Events**

- December 1st: Annual Holiday Excursion, Disney on Ice
- December 2nd: ECA Progress Reports Distributed
- December 22nd: Happy Birthday Jesus Celebration
- December 23rd: ECA Early Release, 3:00
- December 26-30: ECA closed
- January 2nd: ECA closed
- January 3rd: ECA reopens